

TULARE COUNTY SHERIFF'S
DEPARTMENT

EXPLORER POST'S
RULES AND REGULATIONS



Headquarters Explorer Post 355
Orosi Explorer Post 355
Pixley Explorer Post 355
Porterville Explorer Post 355

SHERIFF'S DEPARTMENT
EXPLORER POSTS OBJECTIVES

The objectives of the Tulare County Sheriff's Explorer Posts are to allow each member to experience the total realm of law enforcement and develop means for each member to implement the ideals put forth in the Law Enforcement Code of Ethics and the Explorer Code. Additionally, each member will be influenced to develop pride in his country, religion, if any, chosen profession and the realities of that profession -- LAW ENFORCEMENT.

Each member will be allowed to experience the awesome responsibility of each law enforcement officer in creating order from chaos, peace from hostility, and calm from fear. We seek to introduce each member into the price of experiencing a career where our immediate reward must come from the knowledge that few can ever do what we can do; function against the odds. We many times walk where few, admittedly so, would dare tread. Our mere presence in uniform indicates that we stand for something we believe in -- AMERICA.

In essence, our goal is to allow our explorers to participate in the phenomenon called law enforcement. Thus, giving each member an opportunity to choose his future career through the eyes of a realist based on first hand experiences and not through the eyes of an "electronic dramatization," or the overzealous portrait painted by a well-meaning individual. Therefore, allowing each member of the Post to view his or her future decision without mere curiosity, envy or longing, but with the knowledge that his or her future career can be devastating as well as rewarding.

Finally, the outcome in our surmise will develop a well rounded young individual, with a factual view of law enforcement which will enhance their contribution towards their country, religion, if any, and possibly, career.

Tulare County Sheriff's Explorer Post
Sgt. O.J. Mayberry, Advisor (Retired)

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to Liberty, Equality and Justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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TULARE COUNTY SHERIFF'S EXPLORERS

The Explorer Code

As an Explorer:

I believe that America's strength lies in her people and a trust in their beliefs.

I will, therefore, be faithful in my duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will do all I can to preserve and enrich it.

I will recognize the dignity and worth of my fellowman and will use fair play and goodwill in dealing with them.

I will acquire the exploring attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

CHAPTER I.

Program Authority and Organization

100. Departmental Authority

The Tulare Sheriff's Department Law Enforcement Explorer Program is an official Department program. The Sheriff of Tulare County shall be the final authority on all matters pertaining to operating procedures of the Law Enforcement Explorer Program.

101. Purpose of this Manual

The Law Enforcement Exploring Manual has been prepared to set forth administrative procedures and policies offered as a basic guide in promoting standardization on a Department wide scope. It should be noted, however, that each station will retain local rule in setting forth individual policies of a nature unique in their area.

Authorization to vary from the provisions of this Manual will be granted, if justified, by application to the Sheriff via Chain of Command. Aside from any approved exceptions, Advisors and Explorers shall follow the procedures and policies as set forth in this Manual.

It shall be the responsibility of each Advisor to maintain the current status of this Manual by entering any additions or revisions as received from the Sheriff's Administration.

NOTE: This Manual is intended to provide guidelines for post Advisors and shall not be given priority over the Departmental Manual of Policy and Procedures.

102. Inspection and Reports

The Sheriff or his representative will make periodic inspections of each Post to insure compliance with this Manual.

General Organization

The basic unit of the Law Enforcement Explorer Program is the Post. Each station may sponsor an Explorer Post. Within a Post there may exist squads. There may exist as many squads within a Post as deemed necessary. Each squad will be composed from five to ten Explorers. The squads shall be numbered, "1st Squad," "2nd Squad," etc.

103. Post Command

Within each Law Enforcement Explorer Post there shall be members with the following designated rank:

- (1) Explorer Captain
- (2) Explorer Lieutenants (or more if needed)
- (1) Explorer Staff Sergeant
- (2) Explorer Line Sergeants (or more if needed)
- Deputy Explorer II (Academy trained)
- Deputy Explorer I (not Academy Trained)

The descending order of authority/Chain of Command in the Law Enforcement Explorer Program:

- Sheriff
- Department Coordinator
- Station Commanders
- Post Committee Chairman
- Post Advisor
- Associate Post Advisor
- Post Explorer Captain
- Post Explorer Lieutenant
- Post Explorer Staff Sergeant
- Post Explorer Line Sergeant
- Post Explorer II
- Post Explorer I

104. Advancement of Rank

Advancement in rank shall be based upon an appraisal of promotability, oral interview and written examination. Each category shall count as 1/3 of the total score. Open competitive examinations for all available positions shall take place in November of each year, and the results shall be posted by December 1. All available positions within the chain of command will be vacated on January 1 of any year. An Explorer may serve as Post Captain for a maximum of two years. All incoming Post Officers must attend leadership training as soon as possible after starting in office. This training will be conducted annually by the Advisors.

105. Authority of Rank

The authority delegated or granted to these Explorer Post members is not confined to their respective Posts, but shall include supervision over any subordinate members of the program when necessary for effective administration or when the conduct of subordinate members is contrary to Department policy and/or regulations.

This authority shall be exercised with utmost discretion. Members having rank should avoid giving direct commands to Personnel not assigned to their immediate control, except when required to do so in an emergency, or for the good of the Department.

When the above described action is required, the respective Post Advisor should be informed as soon as possible in the order of a memorandum, well written or typed.

106 Multi Post Operations

In those field situations where more than one Tulare County Sheriff's Department Post is involved, the Command of the operations will be the responsibility of the handling Post, unless specified in the Operations Plan.

Post Command Authority

107. Lines of Control

Lines of control are established to conformity with the organization of the Department to:

- Permit delegation of authority.
- Place responsibility.
- Provide for supervision of operations.
- Provide for coordination of effort.

108. Delegation of Authority

Explorer supervisors shall make suitable and clearly defined delegations of authority so that a maximum efficiency may be achieved. Explorers directed to act in capacities above their ordinary or usual rank shall possess the authority of the higher rank for the necessary period of time.

109. Exercising Authority and Issuing Orders

Authority in the Post shall be exercised with firmness and impartiality. Under no circumstances shall personal attitudes influence decision. Each Explorer supervisor shall use tact in giving orders and in correcting mistakes in order to inspire confidence and industriousness. The supervisor shall carefully test understanding of instructions to insure that subordinates know in detail what they are to do and how to do it, and when possible, the reason for the assignment.

110. Responsibility of Supervisors

Explorers designated as supervisors by virtue of their rank shall in conformance with Explorer policy and/or regulations, be responsible for the work and conduct of subordinate personnel. A supervisor shall support a subordinate who is acting within his rights.

111. Chain of Command

The chain of command shall be respected in all matters. Information and communications shall move up and down through channels. It shall be the responsibility of each echelon to forward information and communications to the next higher or lower echelon together with approval or disapproval and/or recommendations.

The chain of command may be circumvented only in the following situations:

A personal problem which the Explorer wishes to discuss with the Post Advisor.

An explorer instructed by sworn personnel to violate policy (See Ride Along Section).

112. Department Coordinator/Institutional Representative (IR)

The Department Coordinator/Institutional Representative or his/her representative, represents the sponsoring institution to the local Boy Scouts Council. The Commander should be designated as the Institutional Representative.

113. Post Committee

Each Post will have a Post Committee consisting of at least three members, one of which will be designated Chairman. The Committee Chairman shall be a member of the Department. The Post Advisor is an ex-officio member of the Post Committee. All other committee members may be Deputy Sheriffs, however, non-sworn personnel should be recruited from the community to sit on the Post Committee.

114. Meetings

The Post Committee shall conduct at least one meeting quarterly and as many monthly meetings as necessary.

115. Duties of the Post Committee

The Post Committee will oversee the functions of the Explorers assigned to their Post. The committee will provide guidance in the development of fund raisers, trips and other services as needed. The committee will insure that no services are provided or activities initiated that conflict with existing Departmental orders or policy.

116. Post Advisor

The Station Commander will appoint a sworn member of his/her command as Post Advisor.

117. Post Advisor Responsibilities

The Post Advisor is responsible to the Sheriff, via Chain of Command, in all matters, with the Sheriff having the final authority.

Responsibilities consist of, but not limited to:

- Supervising the activities of the Explorers.
- Development of training sessions.
- Development of Post Funds
- Arrangements for Post social activities and field trips.
- Preparation and release to station area news media of newsworthy items with the approval of the Station Commander.
- Other Services as required.

118. Subordination

The Post Advisor, being the representative of the Sheriff, will supervise Explorer activities and his directive will be obeyed as though issued by the Sheriff personally.

General Outline of the Post Advisor's Function

119. Supervision Responsibilities

Supervision of Explorer functions is ordinarily provided by the Advisor. On occasion, ranking officers of the Post or Associate Advisors are authorized to assist with this function.

120. Performance Evaluation

The Post Advisor should frequently confer with all persons having contact with the Post to discover weaknesses and shortcomings in the performance of the Explorers. Remedial measures may then be adopted and improvement thus achieved.

121. Reports

The Post Advisor maintains records and submits monthly reports to the Station Commander, furnishing information pertaining to Explorer matters. These reports will reflect the numerical strength of the Posts, progress made in respect to training, data on assignments completed and contemplated activities.

122. Public Acquaintance

The Post Advisor shall utilize every opportunity to acquaint the public and regular Deputies with the philosophy of the Explorer program.

123. Inventory Maintenance

The Post Advisor shall maintain an up to date inventory on all material resources (equipment and supplies) for his Post. The Post Advisor is responsible for control of equipment issued to individual Explorers within the station.

124. Recruitment

Recruitment of qualified Explorers is a primary function of each Post Advisor. Care should be taken to insure that applicants meet necessary requirements in accordance with the standards of the Department.

125. Regulation Compliance

The Post Advisor should be fully versed on Departmental policies, plans and rules and regulations for effective guidance of Explorer Posts.

126. Compliments and Criticism

To achieve maximum operational efficiency of Explorer Posts, the Advisor should frequently compliment Explorers for assignments successfully completed. This is one method by which they are stimulated to greater effort. Another method is by tactfully offering constructive criticism when the need for it is indicated. Insistence on discipline is essential and in itself is a form of training.

127. Teaching Role

The Post Advisor's role as a teacher is an important one. Post Advisor shall regularly conduct training in basic law enforcement, utilizing an outline and subject material which is most available.

128. Individual Personnel File

Advisors shall maintain individual personnel files on all Explorers. This file will contain records of the individual concerning their service, training status, letters of commendation or any other information of official interest. Advisors will update information to the file on a continuing basis.

129. Associate Advisors

There are times when there is not a Post Advisor available. It is of the utmost importance that the Post Advisor have an alternate in case the regular Advisor has a need to be absent for any reason. The Post Advisor shall thoroughly train Associate Advisor(s) in all the phases of his/her responsibilities. This alternate should be selected for his/her adaptability and with the concurrence of the Station Commander.

Any adult over the age of 21 may be an Associate Advisor. They must be registered on the Post Charter with the Local Boy Scouts of America Council. The appointment of an Associate Advisor must have the approval of the Station Commander.

130. Duties of Associate Post Advisor

The Associate Post Advisor will assist the Post Advisor with his/her duties. He/She will also assume the Post Advisor's duties when the Post Advisor is absent.

131. Reserve Deputies

Any Reserve Deputy may receive work credit for participation in the Explorer program. The Post Advisor shall make arrangements with the Reserve Coordinator any time a Reserve Deputy's assistance is necessary.

132. Department Coordinator/Institutional Representative

The department Coordinator/Institutional Representative will be one person appointed by the Sheriff. His/Her function will be:

Act as a liaison between the Sheriff and Post Committees.

When called upon, will represent the Sheriff at various functions.

Provide assistance to the Post Committees.

Provide other services as required by the program.

CHAPTER II.

Department Standards

200. Recruitment

Applicants for the position of Deputy Explorer should be students, age 14-20 years and comply with the following conditions:

- Have approval from the applicant's parents or guardian.

- Have at least a "C" 2.0 grade point average on the last report card issued.

- Be free of any physical defect that would cause injury to himself/herself or jeopardize others participating in the program.

- Have no serious arrests or convictions.

- Submit to a record check.

201. Selection of Applicants

All applicants must pass an oral interview and a background investigation. Further, it shall be policy that any applicant receiving a score of less than 70% on the oral interview be rejected.

202. Pre-Investigation of Applicants.

An investigation to determine suitability shall be conducted by the Post Advisor to determine character and background of each candidate for the Law Enforcement Explorer Program. Candidates with criminal records and/or questionable loyalty or morals shall be rejected when investigation establishes facts which warrant such action.

203. Applications - Deputy Explorer

The following forms, documents and information are necessary in order to complete an application for the position of Deputy Explorer.

- Application form (SO-2)

- Authorization to Consent of Treatment of Minor (SO-1)

- Waiver/Acknowledgment of Assumption of Risk (SO-4)

- Personnel Folder Checklist (SO-5)

- Oral Evaluation (SO-3)

- Registration (BSA 28309)

- CII or CJI Check

All applications shall be type written or neatly printed in ink and personally checked for content and accuracy.

204. Application Procedure

When candidates express interest in the Explorer Program, they shall complete the Interest Form which shall be given to the Post Advisor.

A preliminary investigation will be conducted by telephone to ascertain if the candidate meets the minimum requirements, e.g.,: CJI and candidate's school. If the candidate meets the preliminary qualifications, they shall be directed to report for an oral interview with the completed Deputy Explorer's application which will be used at the interview.

Upon successful completion of the interview, a more complete background investigation will be conducted, based on the need as determined by the Post Advisor.

Before a successful candidate can be accepted into the program, waivers and Boy Scouts of America applications must be submitted. The candidate is not covered under the medical or liability insurance until the Boys Scouts of America Application has been accepted by the Post Advisor.

205. Conflicting Occupations

Bill collectors

Bail Bondsman

Employment in any capacity where alcoholic beverages are sold for public consumption upon the premises.

206. Educational Standards

All Explorers must be either enrolled in high school and maintain a "C" grade average, or must have graduated from high school or an equivalent. The Post Advisor will review each Explorer's high school work periodically to ascertain if these standards are being adhered to. Failure to maintain a "C" average will result in remedial action by the Post Advisor.

Training Requirements

207. Academy Objective

The Academy, upon receiving the candidates who have been selected by the Posts for Explorer Training, initiates an extensive academic program designed to impart basic knowledge required of a Law Enforcement Explorer. During this presentation, the Explorer Cadet is observed, counseled, evaluated and if found unsuited for Law Enforcement Exploring is terminated from the program. Through this program, the Academy graduates Explorers with the knowledge of the fundamentals of law enforcement and are ready to begin their full participation in the Explorer Program. This does not prevent the Explorer from joining other Posts in other trades.

208. Explorers Training

All new members of the Explorer Program will be required to satisfactorily complete a basic training course of instruction at the Sheriff's Academy.

209. Requirements

All probationary Deputy Explorer I's shall be required to successfully complete a prescribed course of training for Law Enforcement Explorers prior to being promoted to the rank of Deputy Explorer II.

210. Courses

The Crime Prevention Unit shall be responsible for the courses taught at the Sheriff's Academy for Law Enforcement Explorers. The training courses shall consist of lectures, drill and ceremonies. The training courses shall be held as often as necessary and shall be directed by the training staff.

211. Training Facility

The Explorer Academy shall be conducted at the Sheriff's Training facility.

212. Academy Termination Procedure

The procedure for terminating a Probationary Deputy Explorer Cadet from the Training Academy shall be as follows:

When a cadet has repeatedly exhibited such traits that are undesirable, i.e., immaturity, absenteeism, academy failure or violation of regulations contained in this manual, the cadet shall be counseled by the Training Staff. The Post Advisor

may be present at this meeting, and records of the counseling session shall be kept by the Cadet's Squad Staff Instructor until the cadet either is terminated or graduates from the Academy.

If a cadet does not respond to counseling, a notification of intent to terminate will be made to the Department Coordinator and the Cadet's Post Advisor. The cadet may then be terminated from the Explorer Program with the approval of the Department Coordinator.

If the reason for termination is for immaturity, absenteeism, or academic reasons, the Post Advisor may permit the cadet to remain in the Post on a Probationary Deputy Explorer basis, if the cadet agrees to recycle into the next Academy class.

213. Training Recycle

Probationary Deputy Explorers may, while attending the Academy, request to be recycled into the next class at any time. Advisors desiring to recycle an Explorer Cadet shall direct a written request to the Sheriff, via Chain of Command, no later than two weeks prior to the commencement of a class.

Post Activities

214. Post Activities are Divided into Three Major areas:

Job oriented
Education
Social and Recreational

Job oriented activities are to familiarize Explorers with the nature and complexity of Law Enforcement. These activities are to be nonhazardous in nature and may include but are not limited to the following:

Assist station personnel with record keeping, filing, fingerprinting, and development of statistical summaries (16 years or older).

Assist with crowd and traffic control at parades, festivals and the County Fair.

Participates as a Color Guard at Department or civic functions.

Assist the Communications Division with telephone and radio calls (16 years or older).

Under the supervision of Sworn Personnel, assist inside the Booking Office of the county Jail with intake and release and arranging inmate visiting (18 years or older).

Assist Sheriff's courier service (18 years and older, licensed driver's only).

Activities that are prohibited to Explorers are:

- Entering into the jail section of the station unless ordered by the Post Advisor or station supervisory personnel.

- Physical contact with arrested persons, except in case of emergency when authorized by sworn personnel.

- Use of station files unless assisting secretarial staff.

- Handling of firearms except under the direct supervision of Sworn personnel.

Explorers are to be assigned to the permitted activities on the basis of their training, ability, experience and maturity. It is the Post Advisor's responsibility not to assign an Explorer to any duty for which he/she is not prepared.

Educational activities include:

- Field Trips

- Ride-along program (16 years and older)

- Post meetings

- Academy and In-service training

- Firearms training

215. Ride-Along Policy

Explorers may be eligible to participate in the Ride-Along Program with the expressed permission of the Post Advisor and only after complying with the rules and procedures specified by the Station Commander. The Ride-Along Program is a privilege and subject to revocation by the Post Advisor if the situation merits such actions.

Even though the Explorers have received training, they must consider themselves as observers and not participants. Except in emergency situations, Explorers are not to take any police action in the field.

If an Explorer is asked to take some action which violates this Manual, he/she should advise the deputy requesting the actions that it is a violation of this Manual. If the deputy still requests the action to be taken, the explorer will do so, then bring the matter to the attention of the Post Advisor. The explorer bringing such matter to the attention of the Post advisor will not go through the Post Chain-of-Command, but will communicate such information directly to the Post Advisor.

This policy shall be posted in a conspicuous place in the patrol sergeants office.

216. Ride-Along Program

The Explorer must be a member of the Sheriff's Explorer Post. All Explorers must sign a Waiver/Acknowledgment of Assumption of Risk Form. If the Explorer is under 18 years, parent or lawful guardian must also sign the waiver/acknowledgment. Explorer will be restricted to six (6) hours of total riding time per shift, unless permitted longer by the Officer with approval of the Duty Sergeant.

Explorers 14 and 15 years of age will be allowed to ride with Crime Prevention, Post Advisor, and Associate Post Advisor on Special Duty status only. All explorers must have approval first from Post Advisor and then approval of the Patrol Shift Sergeant before riding.

Explorers 16 and 17 years of age are allowed to ride during the hours of 7:00am to Midnight only. Female Explorers may only ride with Patrol Deputies of the same sex. **Exception: They may ride with the opposite sex only if riding with two or more fellow female explorers, Post Advisor, Associate Post Advisor or a Deputy with the rank of Sergeant or above.**

Female Explorers 18 years of age or older may ride with Patrol Deputies of either sex.

Explorers 18 years of age or older will be allowed to ride after midnight.

In the event of a call of shots fired or possible gunfire, the Explorer will be dropped off at a reputable open business and picked up after the danger has passed.

Each Explorer who rides will be in the proper uniform. If an Explorer rides on the evening shift, an authorized flashlight will be part of the uniform.

Explorers will be allowed to ride only one (1) time per week, unless in the performance of some special detail, for which authorization has been given.

Restrictions Imposed by Sergeants:

If for any reason the rider becomes antagonistic or interferes with work, the ride can be immediately terminated.

If some detail could be jeopardized, no riders will be permitted.

If a hostile or volatile situation exists, such as a large unruly gathering, riders will not be permitted.

If other situations exist which would place the rider in danger or in the judgement of the Sergeant, a rider would cause impairment to the patrol function, then the riders can be prohibited.

If he wishes, the Sergeant may advise the Explorer's advisor of any problems with any Explorer rider for disciplinary action.

Evaluations:

Patrol Sergeants and officers can, if they wish, submit their opinions or evaluations on any and all Explorers.

This program is being initiated to give the Law Enforcement Explorer a chance to see Law Enforcement up close, and to allow him/her to make a decision as to whether he/she wants pursue a Law Enforcement career.

This procedure shall be posted in a conspicuous place in the patrol sergeants office.

217. Field Trips

Field trips conducted within Tulare County may use Sheriff's transportation when available and with the approval of the Sheriff.

Notification of field trips out of the county must be made prior to their occurrence to the Sheriff. Transportation for out-of-county trips must be arranged through private carriers or by private auto. The sheriff's department will not be able to furnish transportation for out-of-county trips. All arrangements for lodging, transportation and activities must be negotiated prior to departure.

All Explorer Post activities outside the scope of on-duty police functions will not be engaged in as departmentally-funded ventures. These activities, including all field trips out of the county, must be paid through Post funds or donated monies.

The Explorer Advisor may have on-duty status when accompanying one-day field trips in Tulare County or a contiguous county if the trip directly relates to police orientation or training. Out of county trips requiring over night stay may not be attended on duty unless special circumstances warrant and prior approval is applied for and granted through Division Headquarters.

If Explorers of a different sex than that of the Explorer Advisor are included in the field trip, at least one responsible adult person of the same sex, who is not an Explorer, must accompany the trip group.

218. Social Activities

These activities will be developed and carried out by the Explorer with the knowledge and permission of the Post Advisor.

219. Post Meeting Regulations

All organizations find it beneficial to schedule meetings periodically. By doing so, members are kept informed of the organization's plans, policies and activities. This medium is also instrumental in stimulating discussions among members from which worthwhile ideas and suggestions are developed. Station Posts will hold regular meetings to accomplish these purposes.

The meetings are conducted by the members with the Post Captain presiding. The Post Advisor attends as the Department Representative. His/her participation in the Post meeting should be limited. He/she functions as an advisor on matters involving Departmental policies and regulations, but ordinarily refrains from expressing his/her opinion on other matters. In this way, he/she allows the meeting to function without undue influence on his/her part, as meetings and internal affairs are primarily matters of self-government.

The two main points about a Post meeting for the Advisor to remember are:

Objective of the meeting

- Increase the efficiency of the Post
- Increase cooperation among Explorers
- Point out a method of solving problems
- Reach valid conclusions which are based on group thinking and of benefit to the entire group as well as to the individual.

Duties of Participants

- Contribute to the discussion
- Resist making speeches
- Appreciate others' points of view
- Work with the group toward the solution of problems
- Work with the group toward common objectives
- Accept group conclusions

The typical Post meeting shall be conducted under Robert's Rules of Order except when conflicting with Post By-Laws or Departmental Policy.

220. Post Meeting Regulations

The order of business:

- Pledge of Allegiance to the American Flag
- Reading the minutes of the previous meeting
- Reading of the bills and communications
- Report of sickness or distress
- Reports of committees
- Unfinished old business
- New business
- Good for the Order and Open Forum (limited to 30 minutes, unless extended by vote of the body). This time will be used for open discussion on any subject pertaining to the Post in any way.
- Training
- Social activities

Minutes shall be kept of all meetings. The minutes are to be typed. Copies are to be distributed to the Sheriff, Department Coordinator and Post Committee members.

CHAPTER III.

Guidelines for the Expenditure of Post Funds

300. Expenditure of Funds

Station Explorer Post funds will be utilized for the following expenditures:

Purchase of supplies and equipment necessary for the operation of the Exploring Program not furnished by the Department.

Purchase of services not available from the Department (such as mailing, printing, etc.)

Funding of activities for the Sheriff's Department Explorers, including lodging, food, transportation, registration, fees, etc. which attending authorized functions Seminar registrations and transportation costs for Post Advisors and other adults. (Actual food and lodging to be paid by the participants)

Registration fees for Boy Scouts of America functions where attendance is desired for the furtherance of the Explorer Program.

Training materials for the Post Advisors.

All expenditures from the Station Post fund will be made by check which requires two signatures, one of which must be the Post Advisor and any adult member of the Post Committee that the Station Commander may designate. All expenditures will be documented by receipt and an explanation of the use of the monies. In addition, each entry will be entered in the fiscal records of the Post.

301. Treasurer

Each Post will have an adult registered with the Boy Scouts of America who will be designated as the treasurer. This person may or may not be the Post Advisor; the treasurer shall be responsible for the use and record keeping incidental to utilization of Post Funds.

The Post Treasurer shall maintain a control ledger listing all financial transactions of the Post's funds. The ledger shall show the date, description and amount of transaction, and the account balance after the transaction. All deposits to the Post account should be listed under the "Credit" column of the ledger and all withdrawals of funds should be listed as "Debit." All transactions should have a check number or deposit number indicated on the control ledger.

The Post account balance should be reconciled upon receipt of the bank statement. Bank statements should then be dated, signed and filed.

A financial report shall be prepared at the end of each fiscal year listing amount of money received and amount expended. The report should also list major areas of expenditure and

amounts, and major revenue resources and amounts.

Copies of the financial report shall be distributed to the Post's Advisor, Post Committee Members, Department Coordinator and Sheriff.

302. Audit Procedures

The Post's financial records will be audited each fiscal year by *the Post Committee*. All financial records shall be made available to the designated auditing unit upon request.

303. Fund Raising

In order to uphold the excellent reputation of the Tulare County Sheriff's Department and the Explorer Program, strict guidelines are established for fund raising activities.

No Explorer Post will use the name of the Department, Tulare County or Law Enforcement Exploring, in any way during or in the preparation of, a fund raising activity without the permission of the Sheriff. When identification with the Post is necessary, the title "Explorer Post" followed by the Post number as assigned by Boy Scouts of America may be used.

All fund raising activities must be approved by the Sheriff.

CHAPTER IV.

Uniform & Equipment

400. Uniform Requirements

The uniform of the Tulare County Sheriff's Explorer Posts is a symbol of our form of government and denotes honor towards those privileged to wear it. It shall be worn in the prescribed manner thereby commanding respect and reflecting honor and esteem toward the Post, the Department, the County of Tulare, and Law Enforcement as a whole.

Every member of the Post shall, upon appointment as members, acquire and maintain in proper condition the designated complete dress uniform of that Post.

The complete dress uniform shall consist of:

1. **Trousers:** forest green, standard type uniform pant of the Tulare County Sheriff's Department, with royal blue stripe trimmed with gold down outside leg seams.
2. **Shirt:** white regulation dress shirt, military style, tailored and pressed.
3. **Socks:** plain black or ribbed, with no design.
4. **Shoes:** black with a plain toe, no design, and black laces. Plain leather boots are permitted as long as trouser legs do not ride on top of the boot. Shoes or boots will be highly polished and maintained in proper repair.
5. **Tie:** clip-on type, black wool or polyester. The lower most portion of this shall not be less than 1" or more than 3" above the belt. Optional uniform tie for females shall be of the continental bow style. It shall be made of black rayon and/or cotton material with a smooth finish.
6. **Tie Bar:** gold colored, no design, and shall be worn even with the bottom of the shirt pocket flaps.
7. **Headgear:** "Stratton" campaign style straw hat, dark green in color, black and gold acorns, green cloth band and chin strap. - Black baseball cap with mesh back and fabric front may be worn with Class "B" uniform .
8. **Belt:** black basket-weave uniform dress belt with silver buckle.
9. **Badge:** will be issued-seven point Sun Badge #S309 W/R Suntone with approved explorer seal. Seal shall be gold with dark blue ceramic inside explorer logo "E". BSA symbol must be visible.
10. **Shoulder Patch:** approved Tulare County Sheriff's Explorer patch.
11. **Jacket:** black medium weight jacket or heavy tuffy jacket.
12. **Hat Piece:** issued Sun Badge P36-2 Suntone with approved explorer seal.
13. **Class B Uniform:** White knit polo shirt with Sheriff's Explorer logo over left breast pocket. Post number under logo.

Uniforms shall be worn only to designated Post meetings, Post functions and Post authorized volunteer and educational activities, or enroute to and from such meetings,

functions and activities. NO EXCEPTIONS: Members will not use the uniform for the purpose of receiving gratuities or public esteem.

401. Insignia of Rank

Deputy Explorers holding the rank of Sergeant, Lieutenant and Captain will wear the appropriate collar brass, indicative to their position. The insignia of rank will be worn in conformance with the Department Standards.

402. Explorer Shoulder Patch

Each Explorer will wear an approved shoulder patch on their uniform blouse and jacket.

403. Explorer Insignia

The official insignia of the Explorer Program will be a design as approved by the Sheriff. This insignia may be worn on garments in the manner specified by this Manual. No deviations from this Manual will be permitted. The official insignia will be distributed by the Post Advisor.

404. Wearing of Insignia by Explorers

Explorers may wear as authorized headgear, a black, billed cap with the front half solid cloth and the rear half mesh, with the Explorer insignia affixed to the front port of the cap.

405. Wear of Insignia by Advisors

Adults who are registered with Boy Scouts of America (as an adult leader associated with the Law Enforcement Exploring Program of this Department) may wear the insignia as a pocket patch on a suit jacket or blazer. The patch will have "Advisor" on it. This insignia will be worn in good taste and only at those functions where identification with the Department is desired.

406. Identification Cards

Unless exempted by the Post Committee, Station Commander or Post Advisor, Explorers shall always carry or have in their immediate possession their identification card issued by the Department.

407. Prohibited Items of Uniform and Equipment

Explorers are prohibited from wearing or displaying the following items as part of their equipment and uniforms:

- Ammo carriers
- Baton rings
- Batons
- Deputy Sheriff Class “A” Uniform
- Mace, Pepper Spray, Halt Spray, etc.
- Flexcuffs
- Sap Gloves
- Saps
- Weapons
- Helmets*

*Note: Rescue safety headgear may be worn when engaged in rescue training or operations.

CHAPTER V.

Conduct & Discipline

500. General Behavior

A Explorer shall not act or behave privately or officially in such a manner as to bring discredit upon himself or the Department. Members shall not willfully violate any federal statute, state law or local ordinance.

501. Conformance with Department Policy and Procedure

Every Explorer shall be familiar with and conform to the policy and procedures of this Department, as stipulated in this Manual.

Explorers who violate any rules, regulations or policies of the Department or the Law Enforcement Explorer Post Program shall be subject to disciplinary action.

502. Infractions

The following infractions may be recorded and result in disciplinary action upon repetition:

- Unkept or improper use of the uniform.
- Unsatisfactory personal grooming habits.
- Poor attendance.
- Low grades.
- Unauthorized entrance into restricted areas of Sheriff facilities, i.e.: jail area, evidence locker.
- Unauthorized or prohibited items, equipment or uniform apparel.

And, but not limited to:

- Disobeying **lawful** orders of Senior Post Officers or of Deputies.
- Violations of Departmental orders, rules and regulations.

503. Disciplinary Action

Discipline may be dispensed in one of the following manners:

- Oral reprimand
- Written reprimand
- Suspension
- Reduction in rank
- Imposing a probationary period during which any further violation of any kind shall result in dismissal.
- Dismissal from the Post

It should be further noted that the discipline shall in all cases fit the infraction.

504. Initiating Disciplinary Action

The Post Advisor, when advised, will record any activity or action of a Explorer that is expressly prohibited as stated in this Manual or the failure of a Explorer to act in any manner other than and contrary to information found in this Manual.

The Post Advisor will initiate procedures when the need exists for disciplinary action. Such action shall be initiated only with the approval of the Sheriff. Disciplinary termination shall be initiated with the approval of the Sheriff.

505. Retention of ID Card and Badge

If an Explorer is placed on probation, his ID card and badge will be retained by the Post Advisor until such time as the period of probation has ended. For official functions, the ID and badge may be returned for that function only.

Performance of Duty

506. Ethics

While on duty, all Law Enforcement Explorers shall be governed by the following rules and regulations:

Explorers shall devote their time and attention to the service of the county and to the Department, and shall direct and coordinate their efforts in a manner that will establish and maintain the highest standards of efficiency.

Explorers shall maintain a professional image, shall perform their duties in a cool and firm manner, acting together to assist each other.

Explorers shall serve the Department with loyalty and discretion and support their fellow members in the performance of duty.

Any rule, regulation or policy governing the Department not in this Manual shall also be deemed a portion of this Manual.

507. Absence

An Explorer shall be absent only with proper leave or permission.

508. Acceptance of Bribes/Rewards/Loans/Favors

Explorers shall not accept a bribe or engage in any act of extortion or other unlawful means of obtaining money or property through his position with the Department's Law Enforcement Explorer Program.

A Explorer shall not accept either directly or indirectly a gratuity, fee, loan or reward, of any kind from any persons through his position with the Department's Law Enforcement Explorer Program.

509. Conduct Towards Others - False Statements - Political - Religious

Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the units of the Department as well as the public. At no time shall a Explorer use coarse, profane or insulting language nor use uncomplimentary or threatening terms of speech towards any individual.

Explorers shall not engage in political or religious discussion to the detriment of good discipline. They shall not speak disparagingly of the nationality, color, creed, or belief of any person.

510. Court Appearance

Explorers concerned in cases before the courts shall be punctual in attendance. They shall dress in civilian clothes or good taste and business-like appearance. A tie shall always be worn. Sports shirts shall not be worn. Female Explorers shall dress in appropriate attire.

511. Courtesy - Ceremonial - Patriotic

Explorers representing the Department as escort or guard of honor shall observe exceptional personal grooming habits. On approach of the Flag, uniformed Explorers shall face the Flag and render a military salute. Uniform hats shall not be removed. Explorers not wearing a uniform shall stand at attention and place their right hand over their left breast.

512. Disorderly Conduct

Explorers shall not be disorderly or intoxicated at any time, either on or off duty.

513. Incompetence

Explorers may be deemed incompetent and subject to suspension, reduction in rank, or dismissal for the following reasons:

Display reluctance to properly perform their assigned duties.

Act in a manner tending to bring discredit to themselves or to the Department.

Fail to assume responsibility or exercise diligence, intelligence and interest in the pursuit of their duties.

Violate Department policy, rules and regulations.

514. Punctuality

Explorers shall be punctual in reporting for duty at the time and place designated by his supervisor or Post Advisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

515. Personal Appearance

Grooming Codes: The grooming standards shall be the same as the Tulare County Sheriff's Department's grooming codes and regulations. Members shall be subject to periodic inspections for uniform standards and grooming code regulations. Any infractions shall be subject to correction, suspension, or dismissal as set forth in the General Orders.

Fingernails: All personnel shall endeavor to keep their fingernails clean and trimmed at all times. Women personnel shall wear only clear, natural, pink or conservative red colored polish on their fingernails.

Hair, Men: All male Explorers shall adopt the following standards for grooming which are deemed reasonable and shall be the maximum guidelines to be complied with by each member.

Haircuts

Hair will be neat, clean, trimmed and present a groomed appearance.

Hair will not touch the shirt collar.

Hair may be allowed to touch the backside of the ear, but may not be allowed to extend over the edge of the ear.

Hair which is styled or combed forward will be no lower on the forehead that 1 ½" above the eyebrows of the individual, measured from the high point of the eyebrow. Hair shall not protrude from underneath the head-dress sweatband on the forehead.

Members shall be clean shaved, however, neatly trimmed sideburns and mustaches are permissible.

Sideburns will not extend below the bottom of the ear, will be of even width, (not flared) and will end with a clean shaven horizontal line. Mustaches may not extend beyond the outer edges of the mouth or below the upper lip line. They will not droop, curl, or appear bush, but be neatly trimmed. Wax shall not be used.

516. Recommending Lawyers or Bondsmen

Explorers shall not recommend or suggest the name or employment of any person, firm, or corporation to act as attorney, counsel or bondsman.

517. Sleeping on Duty

A Explorer shall not sleep while on a tour of duty unless specifically authorized to do so.

518. Smoking

Explorers shall not smoke on duty while conducting interviews or under circumstances where smoking may be detrimental to good conduct, appearance or procedure. Explorers assigned various duty shall not smoke while conversing or transacting business with the police. It is policy that Explorers refrain from smoking or the carrying of cigarettes in the presence of public for the sake of good taste and professional Explorer demeanor.

519. Use of drugs or Narcotics

An Explorer shall only use habit-forming drugs when such drugs or narcotics are properly prescribed by a physician for an illness or injury. Explorers shall not use or report for duty or be on duty while under the influence of such drugs.

520. Use of Force

Explorers shall not participate in making arrests unless absolutely necessary. Explorers shall not use unnecessary force in helping to make arrests or at any other time. An Explorer must be firm, resolute, and energetic in exercising the means necessary to properly perform his duty. When it is necessary to use force, a written report shall be made to the Explorer Captain giving all the facts of the incident. A copy of the report shall be delivered to the Post Advisor as soon as possible. The Post Advisor shall forward this information to the Sheriff, via chain of command.

521. Care of Identification Items

A Explorer shall be personally responsible for the items of identification issued to him by

the Department (identification card, etc.) A Explorer shall neither loan nor borrow such items. He shall immediately report the loss of such items to the Captain or Post Advisor and prepare an Affidavit of Loss and a written report of the circumstances leading up to the loss. He shall not use or display items of identification except as authorized by this Manual.

522. Use of Business Cards/Posters/Pamphlets

Explorers shall issue posters, pamphlets, etc. only for official purposes as authorized by the Post Advisor. Such pamphlets, posters, etc., shall not bear notations or endorsements other than those pertaining to the official functions of the Department. Explorers are not authorized to purchase, possess or distribute business cards which identify themselves as explorers with the Tulare County Sheriff's Department.

524. Use and Operation of Vehicles

Explorers driving any type of vehicle shall not violate any traffic law. Members shall set a good example for other drivers.

Approval to operate a county vehicle may be assumed by Explorers during EXTREME emergency field situations when the Officer in Charge is incapacitated and unable to give approval.

525. Accidents or Damage to Vehicles

In the event of an accident or damage to any county or privately owned vehicle being operated in the service of the county, the Explorer operating or in charge of the vehicle shall:

- Remain at the scene until a police report is taken by the local and proper jurisdictional agency.
- Promptly notify his superior or Post Advisor of the incident.
- Promptly prepare the required Department forms for reporting such damage or accident.

526. Evidence and Property

Explorers shall not fabricate, withhold, or destroy evidence of any kind. Explorers shall deliver to the proper custodian any monies or other property not his own which comes into his possession. A report shall be made of the transaction.

527. Property Damage

Explorers shall promptly submit a written report of any damage to real or personal

property resulting from the execution of their official duties or responsibilities.

528. Return of County Property

When an Explorer is suspended, resigns, or is separated from the Law Enforcement Exploring Program for any reason, he/she shall return all county property in his/her possession to his/her Post Advisor.

Information, Investigations and Records

529. Reporting Information

A Explorer shall provide the Department with his correct name, address, telephone number, and the name of the person to be notified in case of an emergency. The Explorer shall be responsible for keeping his/her Post Advisor informed of any changes.

530. Confidential Information

The official business of the Department is confidential. Explorers shall only discuss or give official information to or for the following reasons:

- To persons for whom the information is intended.
- As directed by their superior officers.
- Under due process of law.

531. Investigations

Incident investigations shall be conducted in an impartial and objective manner. The purpose is to disclose and report all facts relevant to the matter, whether or not such may be favorable or unfavorable to the individual.

If requested to make a statement in the course of an official Department investigation, Explorers shall make full, complete and truthful statements. Explorers shall not make false statements when questioned, interviewed or in reports submitted.

532. Records

Explorers shall not remove any official record of the Department except as directed by their supervisor or under due process of law.

Explorers shall not make false official records. They shall not knowingly or willingly enter or cause to be entered in any Department books, records, or reports an inaccurate, false or improper police information or material matter.

533. Public Relations and Information Requests

To facilitate accomplishment of the Department objectives, each member shall strive to gain public support and win friendly citizen cooperation in Departmental programs and procedures.

The attitude of each member shall be one of service and courtesy, but not of servility or softness. In non-restrictive situations, the Explorer should be pleasant and personal. On occasions calling for regulations and control, the Explorer shall be firm and impersonal, avoiding an appearance of rudeness.

534. Public Appearance, Writing

When identified as an Explorer of the Department, members, (unless authorized to do so by the Post Advisor or Sheriff) shall not:

- Address any public gathering.
- Join any organization without approval.
- Appear on radio or television programs.
- Write articles or manuscripts for publication.

535. Complaints and Information Requests

Explorers receiving inquiries from the public concerning complaints and information shall, unless certain of the correct answers, refer the person to their immediate on duty supervisor.

536. Assistance Request

Explorers shall not respond to the location of any emergency operations, disaster, etc., unless specifically ordered to do so by an authorized person of this Department. If so ordered, the Explorer shall immediately or as soon as possible thereafter notify his Post Advisor. This does not preclude the assistance of Explorers who are present when an emergency occurs.

537. Search and Rescue Requests

Requests for search and rescue assistance not made directly to the Sheriff's Office having jurisdiction shall be relayed as soon as possible. Search and Rescue operations shall not be initiated by Explorers without the full consent and approval of the Department unless information or observation indicates the necessity for immediate action. In these instances, Explorers shall act in the best interest of the victim and shall advise the Department and Post advisor as soon as possible.

538. Communications, Commendations and Suggestions

Official communications, requests, information, suggestions or complaints, whether moving up or down within the Department, shall be confined to official channels. Each link in the chain-of-command shall be respected. Each echelon shall forward communications to the next higher or lower echelon with a notation of approval, disapproval or recommendations.

539. Use of Communications Equipment

Explorers shall not use county communications equipment for personal, social or unofficial purposes.

540. Commendations

All official commendations shall be issued and a written notification of such shall be placed in the Explorer's folder.

541. Suggestions for the Good of the Department

An Explorer desiring to make a suggestion for the good of the Department should submit a written statement of the suggestion to his Post Advisor through the chain-of-command.

CHAPTER VI.

Reporting Procedures

600. Industrial Injury Reports

All reports of industrial injuries involving Explorers will be initiated in accordance with regular Departmental reporting procedures as outlined in this Manual of Policy and Procedures.

601. Forms and Reports

Samples of the most common forms used by the Department and Post Advisors are included in this section.

Each Advisor may determine if any additional form is applicable to his Post and may adopt that supplemental procedure if he feels it will increase the efficiency or operation of the Post activities.

All reports or data submitted to the Committee and Sheriff on a routine basis must be standard and completed within the requirements as set for herein.

602. Reports

The following reports shall be submitted by the Post Advisor on or before the specific due date or at the time of their occurrence.

Information regarding due dates of reports, in addition to those indicated below, shall be disseminated at the time of assignment by the Sheriff.

It is imperative that all reports and correspondence be checked for accuracy and content prior to forwarding to the Committee and Sheriff.

603. Reports

Monthly Activity reports must be submitted prior to the 5th of each month.

Post personnel rosters must be submitted on January, April and August 1st of each year.

604. Explorer Program Forms

The following forms will be utilized for the Explorer Program:

S0-1	Authorization for Medical Treatment
S0-2	Deputy Explorer Application
S0-3	Explorer Oral Examination
S0-4	Waiver/Acknowledgment of Assumption of Risk
S0-5	Report of Performance Evaluation
BSA 28-309	Explorer Registration
BSA 28-501	Adult Registration

CHAPTER VII.

Boy Scouts of America

700. Program Charter

The Department Explorer Program is chartered through the Exploring Division of the Boy Scouts of America and functions locally under the auspices of Local Boy Scout Councils. Each of the Department's Explorer Posts is associated with the Sequoia Council.

701. Re-Chartering

Each Post Charter expires one year from date of issue and must be renewed. The Post Advisor will assist in the re-chartering process.

702. Medical Insurance

Each Explorer Post will carry medical insurance that covers each Explorer. This insurance must be renewed yearly with the insurance company when the Post is re-chartered. As several different policies are available, the Post Advisor will recommend suitable coverage. Insurance is not automatically provided by re-chartering, it must be purchased separately.

703. Explorer Relationships

Explorers and Post Advisors should always be cognizant of the fact that the Explorers are members of a large youth program and are not police officers. As a result of being Explorers, they are able to participate in a wide selection of non-law enforcement related activities. They should be encouraged to do so. Participation with other Explorer organizations should be encouraged to widen the experiences of our Explorers.

704. Explorer Activities

Boy Scouts of America sponsors many activities for all Explorers. Post Advisors shall be made aware of these activities and communicate this information to their Post. The Explorers themselves will determine if they wish to participate. The Program Coordinator will advise all concerned of upcoming activities sponsored by Boy Scouts of America, but this does not relieve the Post Advisor of this responsibility. If a Post is not receiving notification of the available activities, the Post Advisor will notify the Program Coordinator.

705. Exploring Super Activities

Exploring activities include but are not limited to the following:

National Road Rally

National Congress for Post Presidents and Captains

National Sailing Symposium

National Surfing Championships

Local Recognition Affairs

Explorer Organizations

Public Speaking Contests

Philmont Outdoor Treks

Explorer Olympics

Speciality Seminars

Explorer Camps and Outdoor Facilities

Military Facilities

Fly-In (Aviation Training)

Target Shooting Championships

APPROVED: Post Advisor: _____

Post Associate Advisor: _____

Post Committee Chairman: _____

Sheriff: _____

Date: _____

(UPDATED 12-97)

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